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Approved For Release 2001/07/28 : CIA-RDP72-00450R000100240056-5

15 October 1968

MEMORANDUM FOR: Commanding Officer, [REDACTED]  
ATTENTION : [REDACTED]  
SUBJECT : Graphic Aids and Furniture

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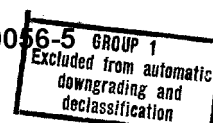
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1. Listed below are the items that we anticipate will be required to support the Records Management Conference, 22 - 23 October 1968.

<u>Item</u>	<u>General Use/Location</u>
1 Table for Registration	vicinity of main door
1 Table	placed on platform behind rostrum
2-3 Chairs	placed close proximity to the speakers rostrum
6 Tables (individual forum rooms)	positioned in the rooms adjacent to the gym (conference room)
12-14 Chairs ea. for forum tables	positioned around the forum tables
6 Tables	positioned in the "Art Room building" for displays - equip., handouts, etc.
1 VU - graph	one or more users (gym area)
1 16 MM movie projector & Operator	for Tuesday evening film: duration 114 minutes
1 Safe (4 or 5 drawer)	storing conference material & classified handouts
1 Tape Recorder - Tape supply	to record talks of principal speakers
1 Blackboard - eraser & chalk	to be used by speakers & forum groups - leader
1 Kodak - Carrosel slide projector (with remote control)	speakers use

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|---|-------------------------------|--|
| 1 | Portable projection screen    | use in Art Room  |
| 2 | Tables for coffee urns        | Doughnuts, rolls at break periods as designated          |
|   | Supply of pencils and tablets | for approximately 75-80 people                           |
|   | Masking tape & dispenser      | for use in securing signs, posters, etc.                 |
| 1 | Easel                         | for general display in support of speakers presentations |
|   | Glass & water pitcher         | for speakers use   |

*Microfilm reader  
(cartridge)*

*Mr. Jamila*

[REDACTED]

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Chief  
Records Administration Branch

25X1A9a DDS/SSS/RAB/[REDACTED]pr (16 October 1968)

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